

April 2009 Examination Cycle

ENGINEER-IN-TRAINING and LAND SURVEYOR-IN-TRAINING EXAMINEE INSTRUCTIONS

These instructions supplement the instructions printed on/in your test booklet. In case of conflict, these instructions take precedence over the instructions on/in the test booklet and reference handbook (EIT only). It is important that you read and understand these instructions before the examination as the following changes have occurred:

1. You must have a CURRENT form of I.D.
2. You no longer need to provide your Social Security, Social Insurance, Individual Taxpayer Identification, or passport number on your answer sheet;
3. All personal items must be in a clear plastic bag; opaque bags such as the green, blue, yellow, white, or brown plastic bags used by grocery stores are not allowed;
4. Backpacks and purses are not allowed;
5. You will receive a 15-minute, a 5-minute, and a 1-minute warning before time is called;
6. You ARE NOT permitted to use the restroom during the last 15 minutes;
7. EIT examinees are not permitted to write in the FE Reference Handbook.

On the day of the exam, you will be required to sign your answer sheet stating you have read and understand the NCEES policies. By going to http://www.ncees.org/candidate_info.pdf, you can obtain this policy. You will also be required to sign a statement which certifies that you have read and will abide by the following instructions.

The following schedule indicates the time doors open for seating:

SATURDAY, April 25, 2009

- Engineer-In-Training (EIT) - 7:00 A.M.
- Land Surveyor-In-Training (LSIT) - 7:00 A.M.

With variations such as weather, traffic conditions, parking, examinee population, etc., the Board cannot predict the exact time that the examinations will begin. Therefore, all examinees are required to arrive at their examination room at the time the doors open. Examinees that arrive at the examination room after the examination instructions have begun will be considered LATE and will not be allowed to take the examination and will forfeit the \$100 application fee. This policy applies to both the morning and afternoon sessions.

Be prepared to pay for parking. Be prepared for either warm or cold temperatures, as exam sites may not have adequate heating and cooling capabilities. Earplugs for sound suppression are allowed in the event of unavoidable noise as a result of other events scheduled at the exam site. Examinees are prohibited from bringing the following items into the exam room: weapons of any kind, tobacco products, alcohol, or hats with brims or bills. You may bring seat cushions into the testing area. You must vacate the testing area after each exam session. You should bring your own food and beverage for lunch; however, **some** exam locations offer food service. Contact your assigned examination site for more information. Personal items are the sole responsibility of the examinee. NCEES, the Board, the proctors, and the site facility are NOT responsible for any lost, misplaced, or stolen items.

PHOTO IDENTIFICATION - Photo identification is required to take the exam. You will not be admitted without proper identification. Identification will ONLY be accepted if it meets **ALL** of the following criteria:

1. Issued by a state or federal governmental agency including military IDs, other U.S. states and foreign countries.
2. Contains your photograph, visible signature and printed (typed) name.
3. Has not expired.

NOT ACCEPTED: student or employee identification cards

EXAMINATION SECURITY - Conduct which jeopardizes the integrity of the exam is a misdemeanor and in violation of Section 123 of the Business and Professions Code and may result in the imposition of a fine up to \$10,000. Failure to follow instructions (both oral and written) or any conduct which violates security or is

disruptive may result in the confiscation of an examinee's exam, and removal of the examinee from the testing site. The examinee's exam results will be void and his \$100 application fee forfeited. (See Title 16, California Code of Regs. sec. 442).

Examples of misconduct include, but are not limited to the following:

- Writing on anything other than the designated exam booklet, solution booklet, and/or answer sheet;
- Writing or erasing after time is called;
- Viewing or copying another examinee's material;
- Talking during the exam;
- Using an unauthorized calculating device;
- Possession of a cell phone for any purpose during the exam;
- Communication or sharing reference materials, calculators, or any other exam materials with other examinees during the exam;
- Attending this examination only to review or audit test materials;
- Copying any portion of the exam for any reason;
- Possession of any other unauthorized item or material.

Collusion among examinees is a serious offense. To help insure that you are not implicated in any misconduct, keep your answer sheet covered at all times to prevent others from copying your work. NCEES conducts an analysis each exam administration to help identify incidents of collusion.

INTELLECTUAL PROPERTY RIGHTS AND EXAMINATION SECURITY - All NCEES and California State Specific exams are copyrighted works. Examinees are strictly prohibited from copying or disclosing any exam questions, problems, or answers, orally or in writing. This prohibition includes discussing or disclosing any exam questions or problems on Internet blogs, chat rooms, or through any other means.

EXAMINEES SUBJECT TO SEARCH - All examinees are subject to search of their person and personal belongings while at the examination site. The purpose of this policy is to ensure the safety of those attending the examination site and to maintain the integrity and security of the examination. (See Title 16, California Code of Regs. sec. 442) By accepting admission to the examination site, each examinee willingly consents to submit his or her belongings, briefcases, backpacks, or other parcels to examination proctors or Board staff at any time while at the examination site for purposes of detecting and seizing any unauthorized materials or items. Conduct that results in a violation of security or disrupts the examination will result in the confiscation of an examinee's examination, removal from the exam site, voiding of examination results, and forfeiting the \$100 application fee.

NCEES POLICY REGARDING THE USE OF MECHANICAL PENCILS - The National Council of Examiners for Engineering and Surveying (NCEES) has adopted a policy which requires all examinees to use the mechanical pencils NCEES provides at the examination site. You cannot use your own personal writing instrument. Examinees must use NCEES-issued mechanical pencils only. These pencils will be distributed at the examination site. The pencil will be pre-loaded with 0.7-mm HB lead. Examinees may NOT bring lead or erasers. If additional lead or an eraser is needed during the examination, raise your hand and a proctor will issue an additional pencil. After the exam you may keep the NCEES pencils.

NCEES CALCULATOR POLICY FOR THE APRIL 2009 EIT AND LSIT EXAMINATIONS - Ensure your calculator is on the NCEES approved calculator list as this list can change after each exam cycle. Only the models listed below may be used. The use of a prohibited calculator will result in the confiscation of examinee's examination, removal from the exam site, voiding of exam results, and forfeiting the \$100 application fee.

The list of allowed calculating devices is as follows:

- Hewlett-Packard: HP33s and HP35s models, but no others
- Casio: All fx115 models. Any Casio calculator must contain fx115 in its model name.
- Texas Instruments: All TI-30X and TI-36X models. Any Texas Instruments calculator must contain either TI-30X or TI-36X in its model name.

PROHIBITED ELECTRONIC DEVICES - Electronic devices including but not limited to unauthorized

calculators, cell phones, pagers, personal data assistants (PDAs), scanners, cameras, radios, data collectors, headsets, tape players, portable fax machines, calculator watches, reproduction equipment, electronic dictionaries, electronic translators, recorders, or any device which, in the opinion of the Board, may pose a threat to examination security SHALL NOT BE BROUGHT INTO THE EXAMINATION ROOM. If any of these items are brought into the examination room, you will be required to leave them at your own risk in a designated area inside the examination area. The Board assumes no responsibility or liability for any of these prohibited items. You may retrieve these items from the box/container after the examination. If you refuse to surrender the item(s) prior to the examination, you will NOT be permitted to take the examination and you will forfeit your \$100 application fee. If you are found to have such devices during the examination, the item(s) and your examination will be confiscated, you will be removed from the exam site, your exam results will be voided, and your \$100 application fee will be forfeited. In addition, the incident will be reported to the Board's Enforcement Unit for investigation as a possible violation of the laws regarding examination security and subversion. Penalties for this violation are stated above in addition to being banned from taking future Board examinations. LEAVE THESE DEVICES IN YOUR CAR OR AT HOME.

REFERENCE MATERIALS – of any type are not allowed. This includes copies of the EIT reference handbook. Material brought into the examination room will be placed into a box located in the exam room. The Board assumes no responsibility or liability for any of these prohibited items. Examinees writing on anything other than their exam booklet and answer sheet will be in violation of the Board's examination security laws and policies (See Examination Security). If it is determined that this material is being used, your examination will be confiscated, you will be removed from the testing site, your examination results will be voided, and you will forfeit the \$100 application fee. Fire Codes require that all aiseways be kept clear.

SPECIAL ACCOMMODATIONS - The National Council of Examiners for Engineering and Surveying (NCEES) processes all requests for special accommodation for the Board. If you had a need for special testing due to religious beliefs ([Religious Accommodations Request Form](#)) or for reasons falling within the Americans with Disabilities Act (ADA) ([Special Accommodations Questionnaire](#)), you should have completed the appropriate form found on the Boards website, attached all supporting documentation and sent to NCEES. All requests must be submitted to NCEES by the final filing date of the examination for which you are applying. Without prior approval, NO exceptions or special accommodations will be granted. **Example:** Examinee is a diabetic who requires food during the examination: if this request was not submitted to NCEES before the filing date of the examination, the consumption of food at the table during the examination will not be allowed. **NOTE:** You must request special accommodations for each examination administration cycle, even if none of the information has changed since the last request. Furthermore, if you fail, postpone, or do not show up for the EIT or LSIT examination, you must reapply to NCEES again before the final filing date of the next scheduled examination in order to be reconsidered for Special Accommodations.

ADMISSION PROBLEMS - At all examination sites a "Help Desk" is available for those examinees who did not receive an admission notice or who need assistance. The "Help Desk" will be available Thursday, April 23, from 2:00 p.m. to 3:00 p.m. The "Help Desk" will also be available Friday, April 24, and Saturday, April 25, 30 minutes prior to the opening of the doors. The Help Desk at Cal Poly will only be available on Friday, April 24 from 2 p.m. to 3 p.m. and on Saturday, April 25, 30 minutes prior to the opening of the doors.

EXAMINATION RESULTS/CHANGE OF ADDRESS - The Board will post the release dates of the examination results on our website at www.pels.ca.gov and on our recorded message at (916) 263-2222. In order to receive your results, your address must be current. All address changes must be submitted in writing to the Board office using the Address Change Affidavit. This form can be found in the "Forms" section on the Board website at http://www.pels.ca.gov/pubs/forms/address_change.pdf. Address Change Affidavit forms may be mailed, faxed, or emailed to the Board Office. **NOTE:** The names and addresses of Board licensees are public records and are published in both electronic and print media. You may use a residential or business address, a post office box or an APO address.

If you file for a Professional Engineer or a Professional Land Surveyor examination, and fail the EIT/LSIT, examination you are deemed ineligible for the professional examination. The Board will refund you one-half of the professional engineer or land surveyor examination application fee [Board Rule 407(g)(2)].

METRICS - For the EIT examination, numerical items are presented in metric units except certain areas of civil engineering, such as surveying, where current practice in the USA does not have standards and codes in place which allow the use of metric units. Numerical items will continue to be presented in US customary units. Some numerical items are presented in US customary units in addition to metric units, in which case you must choose one. The LSIT examination may have some problems that require knowledge of metric units and their conversions.

COMMENT FORMS - This form is available to examinees in order to make comments and to challenge specific test questions on the examination. At the conclusion of an examination, you may request a Comment Form from the proctor at the door. You must use one form per test question. This comment form is to be completed at home and returned to the Board office within ten (10) days of the examination. Comment forms are also available on the Board's web site at <http://www.pels.ca.gov/pubs/forms/examcomments.pdf>. You may NOT copy examination questions during or after the examination for inclusion on the comment form.

RESCHEDULING - If you fail to appear, or are late for the examination and are not admitted, or do not pass the examination, you will be required to pay another \$100 application fee to reschedule.

SPECIFIC INSTRUCTIONS FOR THE EIT AND LSIT EXAMINATIONS

SPECIFIC INSTRUCTIONS regarding the latest test specifications, study materials, scoring methodology and reporting are available on the NCEES website at www.ncees.org/exams/fundamentals

SPECIFIC INSTRUCTIONS regarding the NCEES Examination Security Policy are available on the NCEES website at www.ncees.org/candidate_info.pdf